



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

December 6, 2011

Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ACCEPT A GRANT AGREEMENT WITH LOS ANGELES UNIVERSAL PRESCHOOL AND
APPROVE AN APPROPRIATION ADJUSTMENT
(ALL DISTRICTS AFFECTED) (4 VOTES)**

SUBJECT

Approve a multi-year grant agreement with Los Angeles Universal Preschool (LAUP) for the purpose of supporting and expanding the Steps to Excellence Program (STEP), a child care quality rating and support system currently operating in 11 communities within Los Angeles County. This grant agreement is scheduled to run through August 31, 2016 and shall not exceed \$7,682,101. Program Year 1 of this grant agreement will begin when the grant agreement is fully executed, running through June 30, 2012 and shall not exceed \$962,000. Delegate authority to the Chief Executive Officer (CEO) to prepare and execute any and all documents and grant amendments on behalf of the County as may be necessary to implement this grant agreement. Prepare and execute a sub-grant agreement with the University of California Los Angeles (UCLA)-Center for Improving Child Care Quality for the purpose of conducting on-site observations of STEP participants. Authorize the CEO or his designee to continue the STEP Quality Improvement Grants to participating centers and family child care homes. Authorize the purchase of services from up to 10 early care and education professionals experienced in the STEP model of coaching and training to provide coaching assistance, group and individual training to STEP participants in the areas covered by the STEP rating matrix. Approve an Appropriation Adjustment in the amount of \$962,000 to allow for the implementation of this grant agreement.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached multi-year grant agreement with LAUP in the amount of \$7,682,101 for the period to begin upon execution through August 31, 2016 (Attachment 1). Program Year 1 of this agreement will run through June 30, 2012 and shall not exceed \$962,000. Original signatures are required on two signature pages. This grant agreement will support and expand STEP, a child care quality rating and improvement system in Los Angeles County.

2. Authorize the CEO or his designee to prepare and execute any and all documents and grant agreement amendments on behalf of the County as may be necessary to implement this grant agreement. Approval as to form will be obtained by County Counsel prior to executing any amendments.
3. Delegate authority to the CEO to prepare and execute a sub-grant agreement with the UCLA – Center for Improving Child Care Quality to conduct on-site observations of programs participating in STEP. Approval as to form for this agreement will be obtained from County Counsel prior to its execution.
4. Delegate authority to the CEO or his designee, to prepare and execute quality improvement grants to eligible child care providers participating in STEP commencing upon approval of the LAUP grant agreement through August 2016. The number of quality improvement grants awarded each year under this agreement will be determined by available funds and individual awards will not exceed \$5,000. Eligible STEP participants will include both new and renewing family child care homes and centers. All awardees will complete agreements which have been approved as to form by County Counsel.
5. Authorize the purchase of services of up to 10 early education professionals experienced in the STEP model of coaching and training to provide coaching assistance, group and individual training to STEP participants in the areas covered by the STEP rating matrix. These services will begin upon execution of the LAUP grant agreement and will terminate on June 30, 2012. Compensation to any individual trainer will not exceed \$9,000.
6. Approve the attached appropriation adjustment (Attachment 2) in the amount of \$962,000 to increase appropriation and revenue to continue and expand STEP for Program Year 1 through June 30, 2012.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

STEP was developed by the Policy Roundtable for Child Care to:

1. Provide parents with accurate and concise information on child care program quality;
2. Create incentives and supports for child care centers and licensed family child care homes to meet higher program quality standards;
3. Distinguish programs that are meeting higher standards; and
4. Provide benchmarks to determine if the quality of care in individual programs or communities is improving over time.

The Office of Child Care in the Service Integration Branch of the CEO launched STEP in 2007. Currently, over 400 child care and development programs are participating in STEP, 242 of

these programs have been observed by the UCLA – Center for Improving Child Care Quality and received STEP ratings. The grant agreement with LAUP will sustain current operations and will expand STEP services into five new communities each year for the next five years.

Implementation of Strategic Plan Goals

Support for and expansion of STEP is consistent with Strategic Goal 2 of the Los Angeles County Strategic Plan, “Children, Family and Adult Well-being: Enrich lives through integrated, cost-effective and client-centered supportive services.”

FISCAL IMPACT/FINANCING

Approval of this grant agreement with LAUP will provide up to \$7,682,101 to maintain and expand STEP operations through August 31, 2016. The grant agreement defines the period from October 1, 2011 through June 2012 as Program Year 1, during which \$962,000 will be available for STEP operations. Funds will be available upon full execution of the grant agreement which is expected shortly after your Board’s approval.

Approve an Appropriation Adjustment in the amount of \$962,000 to allow for the implementation of this grant agreement.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

STEP is one of seven projects which make up the Early Care and Education Workforce Consortium (Consortium). The Consortium, which is administered by LAUP, is intended to coordinate professional development opportunities and promote educational attainment within the early care and education workforce. Research has demonstrated that positive child outcomes in early care and education programs are dependent on an educated and skilled workforce. The STEP rating process includes classroom observations and a review of staff qualifications.

The Los Angeles County Children and Families First Proposition 10 Commission is funding the Consortium.

CONTRACT PROCESS

Upon your Board’s acceptance of the grant agreement with LAUP, the CEO will enter into a sub-grant agreement with the UCLA-Center for Improving Child Care Quality. This sub-grant agreement will be approved as to form by County Counsel. Upon consultation with LAUP, the CEO will use grant funds to purchase and release five computers to the UCLA-Center for Improving Child Care Quality. These computers will be used to analyze and report on data collected for STEP.

The UCLA-Center for Improving Child Care Quality will be conducting on-site observations of STEP participants using the Adult Involvement Scale, the appropriate Environment Rating Scale

and the STEP Matrices. As a research institution, the UCLA-Center for Improving Child Care Quality is uniquely qualified to collect and analyze this data and capable of ensuring the reliability of the data collectors throughout the term of the agreement.

In order to assist both centers and family child care homes to meet STEP standards, participating programs can apply for a quality improvement grant. These grants, which will be capped at \$5,000 per program, can be used to supplement classroom materials, support staff development, update, translate refine parent manuals, and more. With the implementation of the LAUP grant agreement, STEP will also begin "renewing" STEP ratings and these programs will be eligible for a quality improvement grant. All quality improvement grant participants will be required to complete quality improvement grant application forms which have been approved as to form by County Counsel.

The CEO will also be engaging up to 10 early care and education professionals who are experienced with the STEP model of coaching and training. This cadre of trainers/coaches will provide on-site coaching, group and individual training to STEP participants. These services will be purchased using Purchase Orders and compensation to individual trainer/coaches will not exceed \$9,000.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Currently, 205 child development centers and 215 family child care homes are participating in STEP. STEP participants have access to:

- A quality improvement grant of up to \$5,000;
- Access to free training and technical assistance;
- An onsite observation conducted by a reliable data collector, using valid instruments;
- A rating report and recommendations on how to strengthen their program; and
- The ability to use their STEP rating to demonstrate the quality of their services to prospective and enrolled families and to potential funders.

Information on STEP rated programs is available, in English and Spanish, on the Office of Child Care webpage (www.childcare.lacounty.gov) and in hard copy.

Adoption of the LAUP grant agreement will support and expand STEP services to an additional five communities during Program Year 1, and for each Program Year through August 2016. California's budget crisis has resulted in serious reductions to child development programs. The expansion of STEP offers programs support to meet higher standards and distinguishes high quality programs to parents seeking early care and education services.

CONCLUSION

With your Board's support, we will continue to expand STEP services to additional families and child development programs in Los Angeles County.

The Honorable Board of Supervisors
December 6, 2011
Page 5

Because two copies with original signatures are required by LAUP, two signature pages of the grant agreement are provided. Signed documents should be returned to:

Office of Child Care
222 S. Hill Street, 5th Floor
Los Angeles, CA 90012

The Office of Child Care will forward the signed documents to LAUP.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:TP
LB:KMS

Attachments

c: Executive Office, Board of Supervisors
Auditor-Controller
County Counsel

LAUP_Board Letter_12.6.11

**LOS ANGELES UNIVERSAL PRESCHOOL AND
THE LOS ANGELES COUNTY OFFICE OF CHILD CARE STEPS TO EXCELLENCE
PROJECT AS PARTNERS IN THE LOS ANGELES COUNTY EARLY CARE &
EDUCATION WORKFORCE CONSORTIUM**

GRANT AGREEMENT

THIS AGREEMENT is entered into between Los Angeles Universal Preschool (hereinafter referred to as "LAUP") and the Los Angeles County Office of Child Care ("OCC"), whose address is 222 South Hill Street, 5th Floor, Los Angeles, CA 90012 (hereinafter referred to as "Grantee"), a governmental entity within the Service Integration Branch of the Chief Executive Office, to fund an expansion of a project titled The Steps to Excellence Project ("STEP" or the "Program") for Early Childhood Education (an Early Care and Education Workforce Partnership Program) and is effective October 1, 2011 ("Effective Date").

WHEREAS, LAUP is the recipient of state funds from the Los Angeles County Children and Families First Proposition 10 Commission (the "Commission"); and,

WHEREAS, as the result of this Agreement the Grantee has been determined to be a subrecipient of state financial assistance from the Commission; and,

WHEREAS, the Grantee is responsible for complying with the appropriate state and federal guidelines in performance of its activities pursuant to this Agreement.

NOW, THEREFORE, in consideration of the promises and the mutual benefits to be derived herefrom, LAUP and the Grantee do hereby agree as follows:

A. TERM OF AGREEMENT

1. The term of this Agreement shall begin upon the Effective Date and shall terminate on August 31, 2016 (the "Term") unless terminated earlier pursuant to the provisions of this Agreement.

B. SCOPE OF WORK

1. The Grantee does hereby agree to perform in accordance with the terms and conditions set forth in this Agreement, the Scope of Work (Attachment A), and all attachments and exhibits named herein which are attached hereto and incorporated by reference.

2. The Grantee's work in implementing this Agreement shall be divided into five sequential time segments, each designated herein as a "Program Year" as follows:

October 1, 2011 – June 30, 2012, inclusive ("Program Year 1")

July 1, 2012 – June 30, 2013, inclusive ("Program Year 2")

July 1, 2013 – June 30, 2014, inclusive (“Program Year 3”)
July 1, 2014 – June 30, 2015, inclusive (“Program Year 4”)
July 1, 2015 – August 31, 2016, inclusive (“Program Year 5”)

3. Grantee agrees to work with LAUP on an annual basis to approve new and/or revised scopes of work for the duration of this Agreement. The new scope of work shall be approved by LAUP and the Grantee prior to the beginning of each Program Year.

4. Grantee shall prepare and submit for LAUP’s approval a budget and scope of work not later than April 1 of each year (collectively the “Subsequent Year Plan”). At such time as LAUP approves the Subsequent Year Plan, it shall then be known as the “Program Year Plan.”

C. REIMBURSEMENT PROVISIONS

1. The total amount that LAUP agrees to pay to Grantee, during the entire Term, subject to continued funding availability, annual budget approval, annual scope of work approval and continued compliance with all provisions of this Agreement shall not exceed \$7,682,101.00.

2. Once the annual Program Year Plan is approved and the Program Year begins, Grantee shall be eligible for reimbursement for work performed during the Program Year.

3. The total amount that may be paid to the Grantee during any single Program Year shall not exceed the sum set forth in the approved Budget (Attachment B) for the corresponding Program Year.

4. If Grantee expends less than the approved Program Year budget allocation for any year other than Program Year 1, Grantee may not carryover any unspent amount to the next Program Year. Grantee may carryover unspent amounts from Program Year 1 into Program Year 2 only.

5. The Grantee shall be reimbursed on a Quarterly basis based on actual costs incurred in the implementation of the approved Scope of Work (Attachment A), in accordance with the provisions of this Agreement, and in accordance with the timeline and amounts in the Cash Flow Schedule (Attachment D). For each Program Year, the sum of disbursements made under this Agreement may not exceed the total amount set forth in the Budget (Attachment B). LAUP may reduce or increase the amount of any individual Quarterly Disbursement in a Program Year so long as the total amount does not exceed the amount set forth in the total Budget for the Program Year. Grantee may submit to LAUP for approval, changes within the line items so long as the requested changes do not exceed the total Budget for the Program Year. It is hereby understood and agreed by the parties that the term “Quarterly” shall reflect the calendar quarters ending September 30, December 31, March 31, and June 30.

6. Payments are contingent upon timely receipt and acceptance of required reports, and Grantee's participation in required meetings and trainings. All disbursements, including initial and final, are expressly contingent upon complete satisfaction of all terms of this Agreement as may be applicable at the time of the disbursement. LAUP may withhold, reduce or modify any disbursement, including the date of any such disbursement, if any contract term is not fully met. Quarterly Disbursements, except for Final Disbursement, will be made after Grantee has submitted forms in accordance with Section D of this Agreement within twenty (20) business days of quarter's end. LAUP's Grant Manager shall have ten (10) business days to review deliverables submitted by the Grantee. Final Disbursement will be made only after all reports and costs have been submitted and approved by LAUP, regardless of quarter's end.

- a) Initial Disbursement shall be made within 30 days after the submission of the following to LAUP:
 - i. Agreement signed by the Grantee;
 - ii. Scope of Work (Attachment A);
 - iii. Budget (Attachment B); and
 - iv. Budget Narrative (Attachment C).

D. REPORTS AND MEETINGS

1. During the Term of the Agreement, the Grantee must submit the Project Cover Sheet, Fiscal Report, Scope of Work Deliverable and Narrative Report (Attachment G) including the Performance-based Outcomes Matrix (Attachment F) by the stated due dates in the Reporting Schedule (Attachment E). Grantee must also submit a quarterly LAUP Budget Equipment Detail List (Attachment J). LAUP reserves the right to change any due dates or add additional reports in the Reporting Schedule (Attachment E) as necessary, but not unreasonably.

2. The Grantee, and all designated partner representatives, must attend meetings and trainings as scheduled throughout the year. The Grantee and all designated partner representatives, agree to continue meeting with First 5 Los Angeles and LAUP to further develop metrics, deliverables, and targets as they relate to the Performance-based Outcomes Matrix (Attachment F).

3. In addition to the Fiscal Report, the Grantee must provide from its accounting system (and that of its subcontracted service providers), ledger statements, or its equivalent, listing expenditures charged against this Agreement. The listing shall include, at a minimum, a description of the goods or services purchased, date of the transaction, voucher number, amount paid, and vendor name. All requests for reimbursement of travel expenses shall be in accordance with the travel limits established by California Statutes. The Fiscal Report will be reconciled with all supporting expenditure documentation.

4. In addition to the reporting requirements contained in this Agreement, LAUP may periodically request proof of a transaction (invoice, payroll register, etc.) to

evaluate the appropriateness of costs to the Agreement pursuant to State guidelines (including cost allocation guidelines), as appropriate. This information, if requested, must be provided within 30 calendar days of such request. The Grantee may also be required to submit a cost allocation plan to LAUP in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). All bills for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

5. The Grantee must participate in ongoing meetings with LAUP and First 5 Los Angeles pertaining to the Performance-based Outcomes Matrix (Attachment F).

E. TERMINATION RIGHTS

1. LAUP may terminate this Agreement at any time in the event of the failure of the Grantee to fulfill any of its obligations under this Agreement. Prior to termination, LAUP shall provide thirty (30) calendar days written notice of its intent to terminate and shall provide the Grantee an opportunity to consult with LAUP regarding the reason(s) for termination.

2. LAUP may terminate this Agreement for convenience by providing the Grantee with thirty (30) calendar days written notice.

3. The parties hereto may agree to terminate this Agreement for convenience as evidenced by written amendment of this Agreement. The amendment shall establish the effective date of the termination and the procedures for proper closeout of the Agreement.

4. This Agreement may be unilaterally canceled by LAUP for refusal by the Grantee to allow access to all documents, papers, letters, or other material made or received by the Grantee in conjunction with this Agreement, unless the records are exempt from disclosure pursuant to court order or statute.

F. As a result of this Agreement, Grantee shall adhere to marketing and communications guidelines as stated in Marketing and Communications Guidelines (Attachment H).

G. LAUP's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Commission. LAUP and the Grantee expressly agree that funding of the Program over the Term of this Agreement is contingent on the continuing collection of tax revenues pursuant to Proposition 10 and the continuing allocation of Los Angeles County's share of those revenues to the Commission. In the event of any repeal, amendment, interpretation, or invalidation of any provision of Proposition 10 that has the effect of reducing or eliminating the Commission's receipt of Proposition 10 tax revenues, and therefore, reduces LAUP's annual allocation from the Commission, LAUP may reduce or eliminate funding under this Agreement at a level that is generally proportionate to the reduction or elimination in LAUP's revenues. The parties hereto understand that this Agreement is not a commitment of future appropriations of LAUP or the Commission's revenues.

H. Nothing in this Agreement establishes an employment relationship between LAUP and Grantee or any subgrantee. It is the express intention of the parties that the legal status of Grantee and LAUP shall be that of independent parties which constitutes neither a partnership, joint venture, nor a cost-sharing arrangement. Grantee shall be responsible for paying or withholding all relevant taxes arising from the compensation of its employees. Grantee shall have no claim under this Agreement, or otherwise, against LAUP for workers' compensation, unemployment compensation, vacation pay, sick leave, retirement benefits, Social Security benefits, disability insurance benefits, unemployment insurance benefits, or any other employee benefits, all of which shall be the sole responsibility of Grantee.

I. INDEMNIFICATION

1. The Grantee shall save and hold harmless and indemnify LAUP against any and all liability, claims, judgments or costs of whatsoever kind and nature for injury to, or death of any person or persons and for the loss or damage to any property resulting from the use, service, operation or performance of work under the terms of this Agreement, resulting from the negligent acts of the Grantee, his subcontractor, or any of the employees, agents or representatives of the Grantee or subcontractor to the extent allowed by law.

2. LAUP shall save and hold harmless and indemnify the Grantee against any and all liability, claims, judgments or costs of whatsoever kind and nature for injury to, or death of any person or persons and for the loss or damage to any property resulting from the use, service, operation or performance of work under the terms of this Agreement, resulting from the negligent acts of LAUP, or any of the employees, agents or representatives of LAUP to the extent allowed by law.

3. If the Grantee materially fails to comply with the terms and conditions of this Agreement, including any Federal or State statutes, rules or regulations, applicable to this Agreement, LAUP may take one or more of the following actions, as appropriate for the circumstance.

- a. Temporarily withhold cash payments pending correction of the deficiency by the Grantee.
- b. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- c. Wholly or partly suspend or terminate this Agreement.
- d. Withhold further awards for the project or Program.
- e. Take other remedies that may be legally available.

4. LAUP will pay for costs incurred up to termination if those costs would have been authorized under the Agreement.

J. BOOKS AND RECORDS

1. The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting

principles consistently applied. LAUP, the State, or their authorized representatives shall have access to such records for audit purposes during the Term of this Agreement and for five years following Agreement completion. In the event any work is subgranted or subcontracted, the Grantee shall similarly require each subgrantee and subcontractor to maintain and allow access to such records for audit purposes.

2. Grantee agrees that if any litigation, claim, or audit is started before the expiration of the record retention period established above, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

K. ASSIGNMENT

1. The Grantee may not subcontract work under this Agreement without the prior written consent of the LAUP's Grant Manager. The Grantee agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract. It is understood and agreed by the Grantee that LAUP shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

2. Consent is hereby given for the Grantee to subcontract with partners listed in Partnership and Subcontractor List (Attachment I). LAUP reserves the right to review and approve Subcontractor Agreements entered into between Grantee and any Subcontractors.

3. LAUP supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State of California.

L. The Grantee is hereby prohibited from using funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch or a state agency.

M. The Grantee shall comply with all applicable federal, state and local rules and regulations in performing under this Agreement. The Grantee acknowledges that this requirement includes compliance with all applicable federal, state and local health and safety rules and regulations. The Grantee further agrees to include this provision in all subcontracts issued as a result of this Agreement.

N. LAUP's Grant Manager (which may also be referred to as the LAUP's Project Manager) for this Agreement is identified below.

Terri Hess
Workforce Development Director

LOS ANGELES COUNTY EARLY CARE & EDUCATION WORKFORCE CONSORTIUM

888 S. Figueroa, Suite 800
Los Angeles, CA 90017

Telephone No.: 213.416.1200

Fax No.: 213.416.1299

E-mail Address: thess@laup.net

O. The Grantee's Grant Manager (which may also be referred to as the Grantee's Project Manager) for this Agreement is identified below.

Kathy Malaske-Samu
Los Angeles County Office of Child Care

222 South Hill Street
Los Angeles, CA 90012

Telephone No.: 213.974.2440

Fax No.: 213.217.5106

E-mail Address: KMalaske@ceo.lacounty.gov

P. INSURANCE

1. The Grantee shall provide and maintain General Liability insurance including bodily injury, property damage, personal and advertising injury and products and completed operations. This insurance will provide coverage for all claims that may arise from the services and/or operations completed under this Agreement, whether such services and/or operations are by the Grantee or anyone directly or indirectly employed by him. Such insurance shall include a Hold Harmless Agreement in favor of LAUP. The minimum limits of liability shall be \$1,000,000 each occurrence and \$2,000,000 aggregate.

2. The Grantee shall provide and maintain Automobile Liability insurance for all claims which may arise from the services and/or operations under this Agreement, whether such services and/or operations are by the Grantee or by anyone directly, or indirectly employed by him. The minimum limits of liability shall be as follows:

- a. \$1,000,000 Automobile Liability Combined Single Limit for Company Owned Vehicles, if applicable; and
- b. Amounts consistent with California law for hired and non-owned liability coverage.

3. To the extent required by law, the Grantee will be self-insured against, or will secure and maintain during the life of this Agreement, Workers' Compensation Insurance for all of his employees connected with the work of this project and, in case any work is subcontracted, the Grantee shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Grantee. Such self-insurance program or insurance coverage shall comply fully with the California Workers' Compensation law. In case any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation statutes, the Grantee shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Department, for the protection of his employees not otherwise protected.

4. The Grantee, as an independent contractor and not an agent, representative, or employee of LAUP, agrees to provide adequate liability and other appropriate forms of insurance or comparable self-funding of insurance obligation as required under this Agreement. LAUP shall have no liability except as specifically provided in this Agreement.

Q. The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

R. Upon satisfactory completion of this Agreement, the Grantee may retain ownership of the equipment purchased under this Agreement. Grantee must forward a completed LAUP Budget Equipment Detail List (Attachment J) listing all equipment purchased during the Term of this Agreement. However, funds from this Agreement may not be used to purchase any equipment or capital expenditure or purchase any item of personal property in excess of \$5,000 without prior written consent of LAUP. For proposed expenditures over \$5,000 Grantee must complete and sign an Expenditure Approval Form, (Attachment J) and documentation of at least three (3) bids or estimates and forward it along with the appropriate invoice to LAUP's Grant Manager using the Expenditure Approval Form. Grantee shall purchase approved goods or services from the lowest responsible bidder. The following terms shall apply.

1. The Grantee shall have use of the equipment for the authorized purposes of the contractual arrangement as long as the required work is being performed.
2. The Grantee is responsible for the implementation of adequate maintenance procedures to keep the equipment in good operating condition.
3. The Grantee is responsible for any loss, damage, or theft of, and any loss, damage or injury caused by the use of, non-expendable personal property or equipment purchased with state funds and held in his possession for use in a contractual arrangement with the Department.

S. LAUP may at any time, by written order designated to be a change order, make any change in the work within the general scope of this Agreement (e.g., specifications, time, method or manner of performance, requirements, etc.). All change orders are subject to the mutual agreement of both parties as evidenced in writing. Any change order which causes an

increase or decrease in the Grantee's cost or time shall require formal amendment to this Agreement.

T. No person, on the grounds of race, creed, color, national origin, age, sex, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.

U. All materials, data, and other information of any kind exclusively developed pursuant to this Agreement shall be the sole property of Grantee. Grantee hereby grants to LAUP a license without cost, for now or in the future, to publish, disclose, distribute, reproduce, or otherwise copy or use, in whole or in part, any work product exclusively developed pursuant to this Agreement, providing that Grantee is acknowledged and credited.

Pursuant to this Agreement, Grantee will acknowledge and credit LAUP when publishing, disclosing, distributing, reproducing or otherwise copying or using, in whole or in part, any work product exclusively developed pursuant to this Agreement.

This provision shall survive the expiration of this Agreement.

V. Cultural Access Services Requirements

1. Grantee shall make every effort to ensure that all staff members give effective, understandable, and respectful service that is provided in a manner compatible with cultural beliefs and practices, and preferred language.

2. Grantee shall make efforts to offer and provide language assistance services including having bilingual staff, and/or interpreter services. Grantee shall NOT use a) family members or friends as interpreters; b) minors as interpreters; and c) require members to pay for the services of an interpreter.

3. Grantee should implement strategies to recruit, retain, and promote at all levels of the organization a diverse staff and leadership that are representative of the demographic characteristics of the service area.

W. This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement, unless otherwise provided herein.

X. This Agreement shall be governed by and construed and enforced in accordance with and subject to the laws of the State of California.

Y. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, or unenforceable, the remainder of the provisions hereto shall remain in full force and effect and shall in no way be affected, impaired or invalidated as a result of such decision.

Z. This Agreement is the entire agreement between the parties relating to the subject matter of the Agreement and shall supersede all prior arrangements, negotiations, and understandings between the parties, whether oral or written. No waiver of any term, provision or condition of this Agreement shall be deemed to be or shall constitute a waiver of any term, and no waiver of present condition shall constitute a waiver of such condition occurring in the future.

AA. The prevailing party in any legal action brought due to a breach by the other, or to enforce the terms of this Agreement, shall be entitled to recover its costs of suit including, without limitation, reasonable attorneys fees.

BB. All attachments referred to herein are hereby incorporated herein. In the event that any provision of this Agreement conflicts with any attachment to this Agreement, the attachment shall control with respect to the subject matter of such attachment.

LOS ANGELES COUNTY EARLY CARE & EDUCATION WORKFORCE CONSORTIUM

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed, the day and year last written below.

GRANTEE

LOS ANGELES UNIVERSAL PRESCHOOL

By: _____
Title: _____

By: _____
CEO or designee

Date: _____

Date: _____

APPROVED AS TO FORM:

LAUP Grant Manager

By 
Deputy

Approved as to form and legality:

LAUP Attorney

List of attachments/exhibits included as part of this Agreement:

<u>Attachment</u>	<u>A</u>	<u>Scope of Work</u>
<u>Attachment</u>	<u>B</u>	<u>Budget</u>
<u>Attachment</u>	<u>C</u>	<u>Budget Narrative</u>
<u>Attachment</u>	<u>D</u>	<u>Cash Flow Schedule</u>
<u>Attachment</u>	<u>E</u>	<u>Reporting Schedule</u>
<u>Attachment</u>	<u>F</u>	<u>STEPS to Excellence Performance Matrix</u>
<u>Attachment</u>	<u>G</u>	<u>Reporting Forms Templates</u>
<u>Attachment</u>	<u>H</u>	<u>Marketing and Communications Guidelines</u>
<u>Attachment</u>	<u>I</u>	<u>Partnership and Subcontractor List</u>
<u>Attachment</u>	<u>J</u>	<u>LAUP Budget Equipment Detail List and Expenditure Approval Form</u>

Attachment A

Scope of Work



LAUP WORKFORCE CONSORTIUM:

SCOPE OF WORK

OCTOBER 2011- JUNE 2012

Project Name: LA COUNTY OFFICE OF CHILD CARE STEPS TO EXCELLENCE PROJECT

Lead Agency: Los Angeles County Office of Child Care (OCC)

Collaborators: Child Care Resource and Referral agencies, UCLA – Center for Improving Child Care Quality

Total Number of Participants: Estimate 150 - 200 per yr. after planning phase

Timeline: Assumes that the Board of Supervisors accepts contract on or before 10/4/11.

<p align="center"><u>OBJECTIVES</u> (Include who, what, when, where, how, and how much for each objective.)</p>	<p align="center"><u>ACTIVITIES</u> (Indicate activities leading to fulfillment of each objective. Include benchmarks or milestones in chronological order. Include quantity or frequency of activities.)</p>	<p align="center"><u>TIMELINE</u> (Indicate start and end period.)</p>	<p align="center"><u>DELIVERABLES</u> Indicate date which each deliverable is due. OCC will make every effort to comply with the reporting schedule set by LAUP. The following items could be incorporated into monthly or quarterly program reports.</p>
	<p>Grantee agrees to work collaboratively with First 5 Los Angeles, Los Angeles Universal Preschool, and the agencies, projects and partners involved in the Los Angeles County Early Care & Education Consortium, including, but not limited to, ASPIRE (CARES Plus) Stipend Program, the California Early Care & Education Workforce Registry Pilot Project, the LACOE Child Development Policy Project, the ELAC Higher Education Academy, and Zero to Three.</p>	<p>10/1/11 – 6/30/12</p>	<p>Ongoing – will include information in quarterly narratives about meetings attended, collaborative efforts, linkages, and referral systems or other relevant ventures. Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p>
<p>1.1 Expand participation in STEP. This includes both working in the current 11 STEP communities and adding up to 5 new communities to the project between 10/1/11 – 6/30/12</p> <p>The STEP Project Manager will be primarily</p>	<p>a. Identify communities to be included in the expansion of STEP and justification. Who: STEP Project Manager and OCC administration</p>	<p>10/1 – 10/15/11</p>	<p>10/15 - Draft list of expansion communities</p>
	<p>b. Secure endorsements from the Policy Roundtable for Child Care and the Board Offices re: expansion communities Who: STEP Project Manager and OCC administration</p>	<p>10/12 – 10/21/11</p>	<p>10/24/11 - Final list of expansion communities</p>
	<p>c. Set recruitment goals for expansion communities and update recruitment goals in the current STEP communities</p>	<p>10/21 -10/31/11</p>	<p>11/1/11 - Final list of recruitment goals for expansion communities, updated goals for</p>

<p align="center"><u>OBJECTIVES</u></p> <p>(Include who, what, when, where, how, and how much for each objective.)</p>	<p align="center"><u>ACTIVITIES</u></p> <p>(Indicate activities leading to fulfillment of each objective. Include benchmarks or milestones in chronological order. Include quantity or frequency of activities.)</p>	<p align="center"><u>TIMELINE</u></p> <p>(Indicate start and end period.)</p>	<p align="center"><u>DELIVERABLES</u></p> <p>Indicate date which each deliverable is due.</p> <p>OCC will make every effort to comply with the reporting schedule set by LAUP. The following items could be incorporated into monthly or quarterly program reports.</p>
<p>responsible for implementing and coordinating this work w/ the STEP team and Office of Child Care.</p> <p>Outcome #1: Improve the quality of child development services provided by STEP participants</p>	<p>Who: STEP Project Manager and OCC administration</p>		<p>original STEP communities</p>
	<p>d. Identify & enlist community partners to assist in promoting STEP and recruiting new STEP participants</p> <ul style="list-style-type: none"> • Present new STEP communities to the Child Care Planning Committee 	<p>10/21– 11/21/11</p>	<p>11/23/11- Initial list of community partners – expect that there will be additions throughout the project; Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p>
	<p>Who: STEP Project Manager and OCC administration</p>		
	<p>e. Finalize the STEP recruitment plan for both the original 11 STEP communities and at least 5 new communities. Develop/modify recruitment materials.</p>	<p>11/21 – 12/21/11</p>	<p>12/22/11 - Final recruitment plan; report through quarterly report due January 15, 2012.</p>
	<p>Who: STEP Project Manager and OCC administration</p>		
	<p>f. Develop renewal process for STEP participants. Finalize following presentation to the STEP Research Advisory Committee.</p>	<p>10/1 – 12/21/11</p>	<p>12/22/11 – STEP renewal plan and related documents. Report due in quarterly report January 15, 2012.</p>
	<p>Who: STEP Project Manager, OCC administration, UCLA</p>		
	<p>g. Implement STEP renewal process</p> <p>Who: STEP Project Manager, OCC administration</p>	<p>1/12 – ongoing</p>	<p>Will report on programs participating in STEP renewal process. Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p>
<p>h. Implement recruitment plan (Recruitment activities will continue past 6/30/11.)</p> <p>Who: STEP Project Manager, STEP Training Consultant, OCC support</p>	<p>1/1- 6/30/12</p>	<p>Progress reports as requested; Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p>	

<p align="center">OBJECTIVES</p> <p>(Include who, what, when, where, how, and how much for each objective.)</p>	<p align="center">ACTIVITIES</p> <p>(Indicate activities leading to fulfillment of each objective. Include benchmarks or milestones in chronological order. Include quantity or frequency of activities.)</p>	<p align="center">TIMELINE</p> <p>(Indicate start and end period.)</p>	<p align="center">DELIVERABLES</p> <p>Indicate date which each deliverable is due.</p>
<p>1.2 Provide technical assistance and enhanced professional development</p> <p align="center">Outcome # 2: Increase STEP participants' utilization of educational and professional growth opportunities.</p>	<p>a. Conduct STEP orientations, introduce program self assessment process, and professional development resources including those provided by Consortium members</p> <p align="center">Who: STEP Project Manager, STEP Outreach Coordinator and STEP Training Consultant</p>	<p align="center">2/1 – 6/30/12</p>	<p align="center">Ongoing - Will provide regular reports on orientations conducted, STEP applications received and cleared by Community Care Licensing; Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p>
	<p>b. Develop training & technical assistance schedule in conjunction w/ the child care R&Rs and other early childhood training entities. Provide STEP participants regular electronic updates on training/professional development opportunities offered by Consortium members and others</p> <p align="center">Who: STEP Training Consultant and STEP Project Manager</p>	<p align="center">11/1/11 – 3/4/12</p>	<p>Schedule and updates can be included in regular updates to LAUP. Will also report training offered by domain. Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p>
	<p>c. Coordinate training activities w/ R&Rs and STEP trainers and meetings as needed.</p> <p align="center">Who: STEP Training Consultant, Project Consultant, support staff</p>	<p align="center">11/1/11</p>	<p>Training Catalogue and/or listing of cohorts and their meeting schedules through quarterly report due January 15, 2012.</p>
	<p>d. Track STEP participants engagement in STEP training and coaching activities</p> <p align="center">Who: STEP Manager will oversee, support staff will track participation in the STEP database and work with LAUP evaluation staff.</p>	<p align="center">1/12</p>	<p>Reports can be provided on a quarterly basis. Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p>
	<p>e. Review quality improvement grant requests & award 20 Quality Improvement Grants. (This activity will continue into the next phase.) Track information on training, grants and STEP domain and overall scores.</p>	<p align="center">10/11 – 6/30/12</p>	<p>Ongoing - Include information on awards made in regular reports. Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p>

<p align="center"><u>OBJECTIVES</u></p> <p>(Include who, what, when, where, how, and how much for each objective.)</p>	<p align="center"><u>ACTIVITIES</u></p> <p>(Indicate activities leading to fulfillment of each objective. Include benchmarks or milestones in chronological order. Include quantity or frequency of activities.)</p>	<p align="center"><u>TIMELINE</u></p> <p>(Indicate start and end period.)</p>	<p align="center"><u>DELIVERABLES</u></p> <p>Indicate date which each deliverable is due.</p>
	<p>Who: STEP Project Manager, STEP Training Coordinator, Support Staff</p>		<p>OCC will make every effort to comply with the reporting schedule set by LAUP. The following items could be incorporated into monthly or quarterly program reports.</p> <p>Reports on training, grants, and STEP scores can be provided as programs are rated.</p>
<p>1.3 Conduct, between 150 – 200 STEP observations per year. However, the number of observations conducted between 10/11 and 6/12 may be less as the project will be focused on recruitment in new communities and developing the STEP renewal process.</p> <p>Outcome # 3: Programmatic efforts reflect evidence based practices and lessons learned from evaluation.</p>	<p>a. Review rating and reporting processes w/ UCLA to determine if changes are needed. Work with LAUP and others to identify research questions to be addressed through the project evaluation.</p> <p>Who: STEP Project Manager, OCC administration, UCLA, STEP Research Advisory Committee, and the LAUP evaluation staff.</p> <p>b. Work with LAUP to prepare STEP evaluation plan. Work with the Service Integration Branch (SIB) to implement the solicitation process so as to have evaluators on board by August 2012.</p> <p>Who: STEP Project Manager, LAUP evaluation staff, OCC and SIB administration, and the STEP Research Advisory Committee</p> <p>c. In collaboration w/ UCLA develop schedule for on-site reviews. (It is extremely difficult to schedule on-site reviews between mid-November and mid-January.)</p> <p>Who: STEP Project Manager, STEP Support Staff</p>	<p>10/11 – 12/11</p> <p>11/11 – 4/12</p> <p>11/11 - 6/12</p>	<p>Document any proposed changes to the STEP rating system in regular reports to LAUP. Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p> <p>Proposed evaluation plan will be submitted to LAUP in early April 2012. Intent is to begin solicitation no later than May 2012. Quarterly reports on progress due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p> <p>Copies of the schedule can be forwarded. Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p>
	<p>d. In collaboration with UCLA, conduct on- site observations, share results with programs and track all STEP scores using the STEP database</p> <p>Who: STEP Project Manager, STEP Support Staff and UCLA</p>	<p>1/12 – 6/12</p>	<p>We will report on the number and type of programs rated. As STEP scores become available, we will be able to report STEP scores for renewing and new participants including overall scores and domain scores. Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July</p>

<p align="center"><u>OBJECTIVES</u></p> <p>(Include who, what, when, where, how, and how much for each objective.)</p>	<p align="center"><u>ACTIVITIES</u></p> <p>(Indicate activities leading to fulfillment of each objective. Include benchmarks or milestones in chronological order. Include quantity or frequency of activities.)</p>	<p align="center"><u>TIMELINE</u></p> <p>(Indicate start and end period.)</p>	<p align="center"><u>DELIVERABLES</u></p> <p>Indicate date which each deliverable is due.</p>
			<p>OCC will make every effort to comply with the reporting schedule set by LAUP. The following items could be incorporated into monthly or quarterly program reports.</p>
	<p>e. Post updated electronic versions of the STEP Rating Guide in January and July of each year to include new or updated program ratings.</p> <p>Who: STEP Project Manager, STEP Support Staff</p>	<p>First updated posting will be in July 2012</p>	<p>31, 2012</p> <p>Updated document will posted on the OCC website. Quarterly reports due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p>
	<p>f. Consider printing an updated the hard copy of the STEP Rating Guide annually.</p> <p>Who: STEP Project Manager and LAUP staff</p>	<p>7/12</p>	<p>If decision is made to print hard copies, LAUP will receive a copy. Quarterly reports on progress and updates due January 15, 2012; April 15, 2012; End-of-Year Report due July 31, 2012</p>

Contract Outcome Statements

Outcome 1: Improve the quality of STEP participants

Outcome 2: Increase STEP participants' utilization of education and professional growth opportunities

Outcome 3: Programmatic efforts reflect evidence based practices and lessons learned from evaluation

STEP Goals:

- Parents will have accurate, clear, and concise information on quality of individual child development program settings. This will contribute to a demand for a well educated early childhood workforce.
- Incentives and supports will be available to programs to meet and maintain high program standards. This will assist programs in meeting higher staff qualifications and working conditions.
- Programs that are meeting high quality services will be distinguished. Programs that attract and retain a well educated and effective teaching team will be distinguished.
- Benchmarks regarding the quality of care in individual programs and communities in STEP communities will be available, over time. These benchmarks include information on staff qualification and working conditions.

Attachment B

Budget

LAUP Budget Template



Project Title: **Workforce**
 Agency Name: **County of Los Angeles, CEO, SIB, Office of Child Care**
 Fiscal Year: **July 2011 - June 2012**

Jul-11	Aug-11	Sep-11	QTR 1 TOTAL	Oct-11	Nov-11	Dec-11	QTR 2 TOTAL	Jan-12	Feb-12	Mar-12	QTR 3 TOTAL	Apr-12	May-12	Jun-12	QTR 4 TOTAL	Total Annual Budget
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Salaries and Wages (Please list Names and Titles):

K. Malaske-Samu, Special Services Assistant III			\$ -	\$ 5,733	\$ 5,733	\$ 5,733	\$ 17,199	\$ 5,733	\$ 5,733	\$ 5,733	\$ 17,199	\$ 5,733	\$ 5,733	\$ 5,733	\$ 17,198	\$ 51,596
L. Escobedo, Chief Program Specialist, CEO			\$ -	\$ 1,007	\$ 1,007	\$ 1,007	\$ 3,021	\$ 1,007	\$ 1,007	\$ 1,007	\$ 3,021	\$ 1,007	\$ 1,007	\$ 1,011	\$ 3,025	\$ 9,067
H. Chavez, Program Specialist IV, CEO			\$ -	\$ 7,915	\$ 7,915	\$ 8,797	\$ 24,627	\$ 8,797	\$ 8,797	\$ 8,797	\$ 26,391	\$ 8,797	\$ 8,797	\$ 8,797	\$ 26,391	\$ 77,409
M. Balam, Program Specialist I, CEO			\$ -	\$ 5,130	\$ 5,130	\$ 5,130	\$ 15,390	\$ 5,130	\$ 5,130	\$ 5,130	\$ 15,390	\$ 5,130	\$ 5,130	\$ 5,130	\$ 15,390	\$ 46,170
F. Navarro, Senior Typist Clerk			\$ -	\$ 3,504	\$ 3,504	\$ 3,504	\$ 10,512	\$ 3,504	\$ 3,504	\$ 3,504	\$ 10,512	\$ 3,504	\$ 3,504	\$ 3,504	\$ 10,512	\$ 31,536
J. Chin, Intermediate Typist Clerk			\$ -	\$ 2,488	\$ 2,488	\$ 3,110	\$ 8,086	\$ 3,110	\$ 3,110	\$ 3,110	\$ 9,330	\$ 3,110	\$ 3,110	\$ 3,110	\$ 9,330	\$ 26,746
R. Hong, Mgr Budget and Fiscal Services			\$ -	\$ 259	\$ 259	\$ 259	\$ 777	\$ 259	\$ 259	\$ 259	\$ 777	\$ 259	\$ 259	\$ 259	\$ 777	\$ 2,331
G. Quan, Principal Analyst			\$ -			\$ 1,093	\$ 1,093		\$ 1,093	\$ 546	\$ 1,639		\$ 1,093	\$ 1,093		\$ 2,186
T. Bui or M. Vo, Program Specialist II			\$ -	\$ 1,588	\$ 1,588	\$ 1,588	\$ 4,764	\$ 1,588	\$ 1,588	\$ 1,588	\$ 4,764	\$ 1,589	\$ 1,589	\$ 1,589	\$ 4,767	\$ 14,295
Total Salaries and Wages	\$ -	\$ -	\$ -	\$ 27,624	\$ 27,624	\$ 30,221	\$ 85,469	\$ 29,128	\$ 30,221	\$ 29,674	\$ 89,023	\$ 30,222	\$ 30,222	\$ 29,132	\$ 89,576	\$ 264,068

Benefits

Employee Taxes			\$ -	\$ 403	\$ 403	\$ 441	\$ 1,248	\$ 425	\$ 441	\$ 433	\$ 1,300	\$ 441	\$ 441	\$ 425	\$ 1,308	\$ 3,855
Health/Dental			\$ -	\$ 6,351	\$ 6,351	\$ 6,948	\$ 19,649	\$ 6,697	\$ 6,948	\$ 6,822	\$ 20,466	\$ 6,948	\$ 6,948	\$ 6,697	\$ 20,594	\$ 60,709
Retirement			\$ -	\$ 5,608	\$ 5,608	\$ 6,135	\$ 17,350	\$ 5,913	\$ 6,135	\$ 6,024	\$ 18,072	\$ 6,135	\$ 6,135	\$ 5,914	\$ 18,184	\$ 53,606
Workers Comp			\$ -	\$ 268	\$ 268	\$ 293	\$ 829	\$ 283	\$ 293	\$ 288	\$ 864	\$ 293	\$ 293	\$ 283	\$ 869	\$ 2,561
Other (Please Specify): Life, Dependent Care Spending Account			\$ -	\$ 58	\$ 58	\$ 63	\$ 179	\$ 61	\$ 63	\$ 62	\$ 187	\$ 63	\$ 63	\$ 61	\$ 188	\$ 555
Total Benefits	\$ -	\$ -	\$ -	\$ 12,688	\$ 12,688	\$ 13,881	\$ 39,256	\$ 13,378	\$ 13,881	\$ 13,629	\$ 40,888	\$ 13,881	\$ 13,881	\$ 13,380	\$ 41,142	\$ 121,286

Contracted Services (Please List):

UC Los Angeles Observations			\$ -			\$ 32,236	\$ 32,236	\$ 51,040	\$ 51,040	\$ 51,040	\$ 153,120	\$ 51,040	\$ 51,040	\$ 51,044	\$ 153,124	\$ 338,480
Trainer/Coaches			\$ -				\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000	\$ 5,000	\$ 5,000		\$ 10,000	\$ 25,000
Training Consultant			\$ -			\$ 2,000	\$ 2,000	\$ 2,000			\$ 2,000	\$ 1,000			\$ 1,000	\$ 5,000
Auditor Controller/Shared Services			\$ -				\$ -				\$ -			\$ 4,010	\$ 4,010	\$ 4,010
Mini-Grants			\$ -				\$ -	\$ 20,000	\$ 25,000	\$ 15,000	\$ 60,000	\$ 40,000	\$ 40,000		\$ 80,000	\$ 140,000
			\$ -				\$ -				\$ -				\$ -	\$ -
			\$ -				\$ -				\$ -				\$ -	\$ -
			\$ -				\$ -				\$ -				\$ -	\$ -
Total Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,236	\$ 34,236	\$ 78,040	\$ 81,040	\$ 71,040	\$ 230,120	\$ 97,040	\$ 96,040	\$ 55,054	\$ 248,134	\$ 512,490

Total Equipment (Please Complete Equipment Tab)

	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,520	\$ -	\$ -	\$ 11,520	\$ -	\$ -	\$ -	\$ -	\$ 11,520
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Printing/Copying

			\$ -			\$ 400	\$ 400	\$ 400	\$ 1,000		\$ 1,400	\$ 3,200			\$ 3,200	\$ 5,000
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Space (I.e. Rent, Utilities, Maintenance, etc) (Please List):

Rent			\$ -				\$ -				\$ -			\$ 16,161	\$ 16,161	\$ 16,161
			\$ -				\$ -				\$ -				\$ -	\$ -
			\$ -				\$ -				\$ -				\$ -	\$ -
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			\$ -				\$ -				\$ -				\$ -	\$ -
			\$ -				\$ -				\$ -				\$ -	\$ -
			\$ -				\$ -				\$ -				\$ -	\$ -
Total Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,161	\$ 16,161	\$ 16,161

Total Telephone

			\$ -				\$ -				\$ -			\$ 700	\$ 700	\$ 700
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Total Postage

			\$ -			\$ 740	\$ 740			\$ 720	\$ 720			\$ 740	\$ 740	\$ 2,200
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Supplies/Materials

Office Supplies			\$ -			\$ 408	\$ 408	\$ 1,000	\$ 1,050		\$ 2,050	\$ 880			\$ 880	\$ 3,338
Materials for Staff Development			\$ -			\$ 1,000	\$ 1,000				\$ -				\$ -	\$ 1,000
			\$ -				\$ -				\$ -				\$ -	\$ -
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			\$ -				\$ -				\$ -				\$ -	\$ -
Total Supplies/Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,408	\$ 1,408	\$ 1,000	\$ 1,050	\$ -	\$ 2,050	\$ 880	\$ -	\$ -	\$ 880	\$ 4,338

Mileage and Travel

Mileage and Parking			\$ -	\$ 147	\$ 28	\$ 153	\$ 328	\$ 75	\$ 250		\$ 325	\$ 175	\$ 82	\$ 90	\$ 347	\$ 1,000
			\$ -				\$ -				\$ -				\$ -	\$ -
			\$ -				\$ -				\$ -				\$ -	\$ -
			\$ -				\$ -				\$ -				\$ -	\$ -

LAUP Budget Template



Project Title: **Workforce**
 Agency Name: **County of Los Angeles, CEO, SIB, Office of Child Care**
 Fiscal Year: **July 2011 - June 2012**

	Jul-11	Aug-11	Sep-11	QTR 1 TOTAL	Oct-11	Nov-11	Dec-11	QTR 2 TOTAL	Jan-12	Feb-12	Mar-12	QTR 3 TOTAL	Apr-12	May-12	Jun-12	QTR 4 TOTAL	Total Annual Budget
				\$ -				\$ -				\$ -				\$ -	\$ -
				\$ -				\$ -				\$ -				\$ -	\$ -
				\$ -				\$ -				\$ -				\$ -	\$ -
				\$ -				\$ -				\$ -				\$ -	\$ -
				\$ -				\$ -				\$ -				\$ -	\$ -
Total Mileage and Travel	\$ -	\$ -	\$ -	\$ -	\$ 147	\$ 28	\$ 153	\$ 328	\$ 75	\$ 250	\$ -	\$ 325	\$ 175	\$ 82	\$ 90	\$ 347	\$ 1,000
Training Expenses																	
Staff Registration & Training				\$ -				\$ -	\$ 1,480			\$ 1,480	\$ 554			\$ 554	\$ 2,034
Client Training services are listed under Contracted Services				\$ -				\$ -				\$ -				\$ -	\$ -
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Total Training Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,480	\$ -	\$ -	\$ 1,480	\$ 554	\$ -	\$ -	\$ 554	\$ 2,034
Evaluation																	
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Total Evaluation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses (Excluding Evaluation)																	
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				\$ -				\$ -				\$ -				\$ -	\$ -
Total Other Expenses (Excluding Evaluation)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Indirect Costs				\$ -				\$ -				\$ -			\$ 21,330	\$ 21,330	\$ 21,330
TOTAL Expenses	\$ -	\$ -	\$ -	\$ -	\$ 40,459	\$ 40,340	\$ 81,039	\$ 161,837	\$ 135,021	\$ 127,442	\$ 115,063	\$ 377,526	\$ 145,952	\$ 140,225	\$ 136,587	\$ 422,764	\$ 962,127

Signature/Date: _____
 Please Print, Sign and Date

Certification: By submitting this report, I hereby certify that, to the best of my knowledge and belief under penalty of perjury, the information contained in this report is correct and complete.

Attachment C

Budget Narrative

Steps to Excellence Project - Budget Narrative

Budget Item	October 1, 2011 – June 30, 2012	July 2012 – January 2016
Personnel	<p>Sp. Services Assistant @ 41% Overall project supervision, liaison to Policy Roundtable and Board of Supervisors, identification of additional resources to augment project</p> <p>Chief Program Analyst @ 8% Liaison to Child Care Planning Committee & Work Groups as well as other workforce projects</p> <p>Program Specialist IV @ 100% Manage day to day operations, including recruitment, orientation and training of STEP participants, promotion of STEP through community presentations and written materials, oversee evaluation component, participate in Early Childhood Education Workforce Consortium</p> <p>Outreach Coordinator @ 68% Recruitment of STEP participants, promotion of STEP to parents and communities, promotion of other OCC programs to STEP participants, parents and communities</p> <p>Senior Typist Clerk @ 75% Prepare reports using the STEP database, conduct analysis of quality improvement grant expenditures, material preparation, distribution</p> <p>Intermediate Typist Clerk @ 57% Manage STEP database including training participants, tracking quality improvement grant awards, liaison to Community Care Licensing, assist with scheduling events</p> <p>Other CEO Staff – Fiscal support, graphics, Information Technology</p>	<p>We expect these costs to continue throughout project</p>
Contracted Services:	<p>STEP Training Consultant @ approximately 10% Coordination of STEP orientations, training and technical assistance activities</p> <p>UCLA-Center for Improving Child Care Quality – budget is determined by number of observations conducted per yr.</p> <p>We estimate 130 – 200 observations per year,</p>	<p>We expect these costs to continue throughout the project</p>

Budget Item	October 1, 2011 – June 30, 2012	July 2012 – January 2016
	<p>increasing after this initial phase.</p> <p>Trainers/Coaches @ approximately \$20,000 for this period – provide training and technical assistance to STEP applicants</p>	<p>This cost may increase to \$50,000 in future years</p>
Equipment:	<p>We do not anticipate any equipment purchases</p>	<p>We do not anticipate any equipment purchases at this time</p>
Printing/Copying	<p>STEP recruitment materials aimed at centers and family child care homes and STEP promotional materials aimed at parents will be developed, printed and distributed. We are planning on adding up to five new communities each year. As such printing needs will be sustained throughout much of the project.</p>	<p>We expect these costs to continue throughout the project</p>
Space	<p>Space costs calculated based on the employees assigned to the project.</p>	<p>We expect these costs to continue throughout the project.</p>
Telephone	<p>Phone and fax charges related to STEP.</p>	<p>We expect these costs to continue throughout the project.</p>
Postage	<p>Postage and messenger services related to STEP</p>	<p>We expect these costs to continue throughout the project.</p>
Supplies	<p>Office, meeting and training supplies</p>	<p>We expect these costs to continue, with some variations, over the life of the project.</p>
Employee Mileage & Travel	<p>Includes local mileage and parking costs, as well as possible air travel to attend meetings and conferences related to child care quality rating and improvement systems.</p>	<p>These costs may vary from year to year.</p>
Training Expenses	<p>Anticipate higher training costs during the first full year of the project as we will be bringing on new staff.</p>	<p>Assuming that staff are retained for the life of the project, these costs should go down slightly over time.</p>
Evaluation	<p>We did not budget for evaluation services during this period. We intend to use the time to clarify the evaluation/research questions for STEP and to solicit an evaluator. During this period, we will continue to track participation in STEP training activities, quality improvement grant requests/awards, STEP domain and overall scores.</p>	<p>Future budgets will include costs for the evaluation component.</p>
Other Expenses	<p>Quality Improvement Grants serve as an effective incentive for centers and family child care homes to participate in STEP. Plan on grants to be between \$1,000 (for renewing programs) to \$5000 for new programs.</p>	<p>We expect these costs to continue throughout the project.</p>

Attachment D

Cash Flow Schedule

Schedule	
Quarter	Maximum Expenditure
Initial Disbursement	\$ 320,709.00
Q3 11-12	\$ 320,709.00
Q4 11-12	\$ 320,709.00
TOTAL	\$ 962,127.00

*NOTE: Unspent money from the Initial Disbursement will be applied to all subsequent disbursements.

Attachment E
Reporting Schedule

Reporting Schedule		
Month	Date	Report Due
2012		
January	15	Quarterly Fiscal Report
	15	Quarterly SOW Deliverable & Narrative Report
April	15	Quarterly Fiscal Report
	15	Quarterly SOW Deliverable & Narrative Report
June	1	Estimated Year-End Fiscal Report
July	15	Year-End SOW Deliverable & Narrative Report
	31	Year-End Fiscal Report

Attachment F

STEPS to Excellence Performance Matrix

First 5 LA/LAUP ECE Workforce Consortium
Performance-Based Contract
ATTACHMENT F STEPS to Excellence Performance Matrix

Outcome Statement	Outcome Target	Performance Measures	Process Milestones
<p>Outcome 1: Improve the quality of STEP participants</p>		<p>Report on the following measures broken down by geographic area and type of provider:</p> <ul style="list-style-type: none"> ▪ Number of initial STEP ratings completed ▪ Number of renewed STEP ratings completed ▪ # of STEP renewals resulting in an increase rating ▪ # of STEP renewals resulting in the same rating ▪ # of STEP renewals resulting in a decreased rating ▪ # of STEP renewals resulting in an increase rating by each domain ▪ # of STEP renewals resulting in the same rating by each domain ▪ # of STEP renewals resulting in a decreased rating by each domain ▪ % of grant funds spent by domain ▪ # of trainings offered by domain ▪ # of participants in cohorts ▪ Avg. # of meetings per cohort 	<ul style="list-style-type: none"> • By December 31, 2011, identify and select 5 new geographical service areas for implementation in 2012 • By March 31, 2012, work with First 5 LA to assess the feasibility of incorporating the CLASS into the quality assessment process • By June 30, 2012, assess alignment with statewide rating system dependant on statewide changes

First 5 LA/LAUP ECE Workforce Consortium
 Performance-Based Contract
 ATTACHMENT F STEPS to Excellence Performance Matrix

<p>Outcome 2: Increase STEP participants' utilization of educational and professional growth opportunities</p>			<ul style="list-style-type: none"> ▪ By December 31, 2011, develop a measurement system for tracking participants' utilization of educational and professional growth opportunities ▪ By December 31, 2011, develop a recruitment plan to target Consortium participants for STEP
<p>Outcome #3: Programmatic efforts reflect evidence based practices and lessons learned from evaluation.</p>	<p><u>Outcome Target:</u> submit an annual evaluation of the STEPS to Excellence Program.</p>		<ul style="list-style-type: none"> ▪ By January 31, 2012, submit an evaluation plan including a logic model to review the program's impact in achieving Outcomes 1 through 2.

Attachment G

Reporting Forms Templates

Project Cover Sheet
Fiscal Report
Scope of Work Deliverable and Narrative Report
LAUP Budget Equipment Detail List



PROJECT NARRATIVE: 2011-12 PROGRAM YEAR

PROJECT TITLE:		TOTAL QUARTER EXPENSE: \$	
NAME OF LEAD AGENCY:			
PRIMARY CONTACT		TELEPHONE:	
NAME AND TITLE:		FAX:	
E-MAIL ADDRESS:			
FISCAL CONTACT (if different from above)		TELEPHONE:	
NAME AND TITLE:		FAX:	
E-MAIL ADDRESS:			
REPORTING PERIOD:			
<input type="checkbox"/> QUARTER 1: July – September, 2011 <input type="checkbox"/> QUARTER 2: October – December, 2011 <input type="checkbox"/> QUARTER 3: January – March, 2012 <input type="checkbox"/> QUARTER 4: April – June, 2012			
PARTICIPANT INFORMATION: (number of enrolled participants)			
CONTENTS:			
<input type="checkbox"/> SOW PROGRESS REPORT:	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Year-End	
<input type="checkbox"/> BUDGET & FISCAL REPORT:	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Year-End	
<input type="checkbox"/> YEAR-END PROJECT NARRATIVE:		<input type="checkbox"/> Year-End	
PROJECT NARRATIVE AND YEAR-END EVALUATION INSTRUCTIONS:			
1. Using the SOW Template Narrative tab please report on the following: <ul style="list-style-type: none"> - Key accomplishments, successes, and highlights - Changes or delays in activities, timelines, or deliverables – and associated explanation - Significant challenges or areas of concern – and associated planned course of action 2. For Year-end reports please answer the questions, as they pertain to the full programmatic year 3. Submit by e-mail to: wfinitiative@laup.net <ul style="list-style-type: none"> - Subject line: Project Narrative – Lead Agency, Month 			

Under penalty of perjury, I certify that all information provided in this herein is true and accurate.	
Authorized Agency Representative Signature:	Date:
Print Name and Title of Authorized Agent:	Phone:

FOR OFFICE USE ONLY			
Grantee #:	Invoice #:	Reviewed by:	Date:
Submitted for Payment:		Approved by:	Date:

LAUP Quarterly Fiscal Report



Project Title: County of Los Angeles, CEO, SIB, Office of Child Care

Agency Name: County of Los Angeles, CEO, SIB, Office of Child Care

Fiscal Year: July 2011 - June 2012

Quarter: 1

	Jul-11	Aug-11	Sep-11	QTR 1 Total Expenses	QTR 1 Budget	Quarter 1 Budget Variance
Salaries and Wages (Please list Names and Titles):						
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
Total Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits						
<i>Employee Taxes</i>				\$ -	\$ -	\$ -
<i>Health/Dental</i>				\$ -	\$ -	\$ -
<i>Retirement</i>				\$ -	\$ -	\$ -
<i>Workers Comp</i>				\$ -	\$ -	\$ -
<i>Other (Please Specify):</i>				\$ -	\$ -	\$ -
Total Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Services (Please List):						
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
Total Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Equipment (Please Complete Equipment Tab)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing/Copying				\$ -	\$ -	\$ -
Space (i.e. Rent, Utilities, Maintenance, etc) (Please List):						
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
Total Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Telephone				\$ -	\$ -	\$ -
Total Postage				\$ -	\$ -	\$ -
Supplies/Materials						
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
Total Supplies/Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage and Travel						
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -

LAUP Quarterly Fiscal Report



Project Title: County of Los Angeles, CEO, SIB, Office of Child Care

Agency Name: County of Los Angeles, CEO, SIB, Office of Child Care

Fiscal Year: July 2011 - June 2012

Quarter: 1

	Jul-11	Aug-11	Sep-11	QTR 1 Total Expenses	QTR 1 Budget	Quarter 1 Budget Variance
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
Total Mileage and Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training Expenses						
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
Total Training Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Evaluation						
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
Total Evaluation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses (Excluding Evaluation)						
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
Total Other Expenses (Excluding Evaluation)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Indirect Costs				\$ -	\$ -	\$ -
TOTAL Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Signature/Date: _____

Please Print, Sign and Date

Certification: By submitting this report, I hereby certify that, to the best of my knowledge and belief under penalty of perjury, the information contained in this report is correct and complete.

LAUP Quarterly Fiscal Report



Project Title: **County of Los Angeles, CEO, SIB, Office of Child Care**
 Agency Name: **County of Los Angeles, CEO, SIB, Office of Child Care**
 Fiscal Year: July 2011 - June 2012
 Quarter: 2

	Oct-11	Nov-11	Dec-11	QTR 2 Expenses	QTR 2 Budget	QTR 2 Budget Variance	Year-To-Date Expenses	Year-to-Date Budget	Year-to-Date Budget Variance
Salaries and Wages (Please list Names and Titles):									
				\$ -	\$ 17,199	\$ 17,199	\$ -	\$ 17,199	\$ 17,199
				\$ -	\$ 3,021	\$ 3,021	\$ -	\$ 3,021	\$ 3,021
				\$ -	\$ 24,627	\$ 24,627	\$ -	\$ 24,627	\$ 24,627
				\$ -	\$ 15,390	\$ 15,390	\$ -	\$ 15,390	\$ 15,390
				\$ -	\$ 10,512	\$ 10,512	\$ -	\$ 10,512	\$ 10,512
				\$ -	\$ 8,086	\$ 8,086	\$ -	\$ 8,086	\$ 8,086
				\$ -	\$ 777	\$ 777	\$ -	\$ 777	\$ 777
				\$ -	\$ 1,093	\$ 1,093	\$ -	\$ 1,093	\$ 1,093
				\$ -	\$ 4,764	\$ 4,764	\$ -	\$ 4,764	\$ 4,764
Total Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ 85,469	\$ 85,469	\$ -	\$ 85,469	\$ 85,469
Benefits									
<i>Employee Taxes</i>				\$ -	\$ 1,248	\$ 1,248	\$ -	\$ 1,248	\$ 1,248
<i>Health/Dental</i>				\$ -	\$ 19,649	\$ 19,649	\$ -	\$ 19,649	\$ 19,649
<i>Retirement</i>				\$ -	\$ 17,350	\$ 17,350	\$ -	\$ 17,350	\$ 17,350
<i>Workers Comp</i>				\$ -	\$ 829	\$ 829	\$ -	\$ 829	\$ 829
<i>Other (Please Specify):</i>				\$ -	\$ 179	\$ 179	\$ -	\$ 179	\$ 179
Total Benefits	\$ -	\$ -	\$ -	\$ -	\$ 39,256	\$ 39,256	\$ -	\$ 39,256	\$ 39,256
Contracted Services (Please List):									
				\$ -	\$ 32,236	\$ 32,236	\$ -	\$ 32,236	\$ 32,236
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ 34,236	\$ 34,236	\$ -	\$ 34,236	\$ 34,236
Total Equipment (Please Complete Equipment Tab)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing/Copying				\$ -	\$ 400	\$ 400	\$ -	\$ 400	\$ 400
Space (i.e. Rent, Utilities, Maintenance, etc) (Please List):									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Telephone				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Postage				\$ -	\$ 740	\$ 740	\$ -	\$ 740	\$ 740
Supplies/Materials									
				\$ -	\$ 408	\$ 408	\$ -	\$ 408	\$ 408
				\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies/Materials	\$ -	\$ -	\$ -	\$ -	\$ 1,408	\$ 1,408	\$ -	\$ 1,408	\$ 1,408
Mileage and Travel									
				\$ -	\$ 328	\$ 328	\$ -	\$ 328	\$ 328
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

LAUP Quarterly Fiscal Report



Project Title: County of Los Angeles, CEO, SIB, Office of Child Care
 Agency Name: County of Los Angeles, CEO, SIB, Office of Child Care
 Fiscal Year: July 2011 - June 2012
 Quarter: 2

	Oct-11	Nov-11	Dec-11	QTR 2 Expenses	QTR 2 Budget	QTR 2 Budget Variance	Year-To-Date Expenses	Year-to-Date Budget	Year-to-Date Budget Variance
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Mileage and Travel	\$ -	\$ -	\$ -	\$ -	\$ 328	\$ 328	\$ -	\$ 328	\$ 328
Training Expenses									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Training Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Evaluation									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Evaluation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses (Excluding Evaluation)									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Expenses (Excluding Evaluation)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Indirect Costs				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Expenses	\$ -	\$ -	\$ -	\$ -	\$ 161,837	\$ 161,837	\$ -	\$ 161,837	\$ 161,837

Signature/Date: _____
 Please Print, Sign and Date

Certification: By submitting this report, I hereby certify that, to the best of my knowledge and belief under penalty of perjury, the information contained in this report is correct and complete.

LAUP Quarterly Fiscal Report



Project Title: County of Los Angeles, CEO, SIB, Office of Child Care

Agency Name: County of Los Angeles, CEO, SIB, Office of Child Care

Fiscal Year: July 2011 - June 2012

Quarter: 3

	Jan-12	Feb-12	Mar-12	QTR 3 Expenses	QTR 3 Budget	QTR 3 Budget Variance	Year-To-Date Expenses	Year-to-Date Budget	YTD Budget Variance
Salaries and Wages (Please list Names and Titles):									
				\$ -	\$ 17,199	\$ 17,199	\$ -	\$ 34,398	\$ 34,398
				\$ -	\$ 3,021	\$ 3,021	\$ -	\$ 6,042	\$ 6,042
				\$ -	\$ 26,391	\$ 26,391	\$ -	\$ 51,018	\$ 51,018
				\$ -	\$ 15,390	\$ 15,390	\$ -	\$ 30,780	\$ 30,780
				\$ -	\$ 10,512	\$ 10,512	\$ -	\$ 21,024	\$ 21,024
				\$ -	\$ 9,330	\$ 9,330	\$ -	\$ 17,416	\$ 17,416
				\$ -	\$ 777	\$ 777	\$ -	\$ 1,554	\$ 1,554
				\$ -	\$ 1,639	\$ 1,639	\$ -	\$ 2,732	\$ 2,732
				\$ -	\$ 4,764	\$ 4,764	\$ -	\$ 9,528	\$ 9,528
Total Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ 89,023	\$ 89,023	\$ -	\$ 174,492	\$ 174,492
Benefits									
Employee Taxes				\$ -	\$ 1,300	\$ 1,300	\$ -	\$ 2,548	\$ 2,548
Health/Dental				\$ -	\$ 20,466	\$ 20,466	\$ -	\$ 40,116	\$ 40,116
Retirement				\$ -	\$ 18,072	\$ 18,072	\$ -	\$ 35,422	\$ 35,422
Workers Comp				\$ -	\$ 864	\$ 864	\$ -	\$ 1,693	\$ 1,693
Other (Please Specify):				\$ -	\$ 187	\$ 187	\$ -	\$ 366	\$ 366
Total Benefits	\$ -	\$ -	\$ -	\$ -	\$ 40,888	\$ 40,888	\$ -	\$ 80,144	\$ 80,144
Contracted Services (Please List):									
				\$ -	\$ 153,120	\$ 153,120	\$ -	\$ 185,356	\$ 185,356
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
				\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 4,000	\$ 4,000
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ 60,000
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ 230,120	\$ 230,120	\$ -	\$ 264,356	\$ 264,356
Total Equipment (Please Complete Equipment Tab)	\$ -	\$ -	\$ -	\$ -	\$ 11,520	\$ 11,520	\$ -	\$ 11,520	\$ 11,520
Printing/Copying				\$ -	\$ 1,400	\$ 1,400	\$ -	\$ 1,800	\$ 1,800
Space (i.e. Rent, Utilities, Maintenance, etc) (Please List):									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Telephone				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Postage				\$ -	\$ 720	\$ 720	\$ -	\$ 1,460	\$ 1,460
Supplies/Materials									
				\$ -	\$ 2,050	\$ 2,050	\$ -	\$ 2,458	\$ 2,458
				\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies/Materials	\$ -	\$ -	\$ -	\$ -	\$ 2,050	\$ 2,050	\$ -	\$ 3,458	\$ 3,458
Mileage and Travel									
				\$ -	\$ 325	\$ 325	\$ -	\$ 653	\$ 653
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

LAUP Quarterly Fiscal Report



Project Title: County of Los Angeles, CEO, SIB, Office of Child Care
 Agency Name: County of Los Angeles, CEO, SIB, Office of Child Care
 Fiscal Year: July 2011 - June 2012
 Quarter: 3

	Jan-12	Feb-12	Mar-12	QTR 3 Expenses	QTR 3 Budget	QTR 3 Budget Variance	Year-To-Date Expenses	Year-to-Date Budget	YTD Budget Variance
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Mileage and Travel	\$ -	\$ -	\$ -	\$ -	\$ 325	\$ 325	\$ -	\$ 653	\$ 653
Training Expenses									
				\$ -	\$ 1,480	\$ 1,480	\$ -	\$ 1,480	\$ 1,480
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Training Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,480	\$ 1,480	\$ -	\$ 1,480	\$ 1,480
Evaluation									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Evaluation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses (Excluding Evaluation)									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Expenses (Excluding Evaluation)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Indirect Costs				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Expenses	\$ -	\$ -	\$ -	\$ -	\$ 377,526	\$ 377,526	\$ -	\$ 539,363	\$ 539,363

Signature/Date: _____
 Please Print, Sign and Date

Certification: By submitting this report, I hereby certify that, to the best of my knowledge and belief under penalty of perjury, the information contained in this report is correct and complete.

LAUP Quarterly Fiscal Report



Project Title: County of Los Angeles, CEO, SIB, Office of Child Care

Agency Name: County of Los Angeles, CEO, SIB, Office of Child Care

Fiscal Year: July 2011 - June 2012

Quarter: 4

	Apr-12	May-12	Jun-12	QTR 4 Expenses	QTR 4 Budget	QTR 4 Budget Variance	Year-To-Date Expenses	YTD Budget	YTD Budget Variance
Salaries and Wages (Please list Names and Titles):									
				\$ -	\$ 17,198	\$ 17,198	\$ -	\$ 51,596	\$ 51,596
				\$ -	\$ 3,025	\$ 3,025	\$ -	\$ 9,067	\$ 9,067
				\$ -	\$ 26,391	\$ 26,391	\$ -	\$ 77,409	\$ 77,409
				\$ -	\$ 15,390	\$ 15,390	\$ -	\$ 46,170	\$ 46,170
				\$ -	\$ 10,512	\$ 10,512	\$ -	\$ 31,536	\$ 31,536
				\$ -	\$ 9,330	\$ 9,330	\$ -	\$ 26,746	\$ 26,746
				\$ -	\$ 777	\$ 777	\$ -	\$ 2,331	\$ 2,331
				\$ -	\$ 2,186	\$ 2,186	\$ -	\$ 4,918	\$ 4,918
				\$ -	\$ 4,767	\$ 4,767	\$ -	\$ 14,295	\$ 14,295
Total Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ 89,576	\$ 89,576	\$ -	\$ 264,068	\$ 264,068
Benefits									
Employee Taxes				\$ -	\$ 1,308	\$ 1,308	\$ -	\$ 3,855	\$ 3,855
Health/Dental				\$ -	\$ 20,594	\$ 20,594	\$ -	\$ 60,709	\$ 60,709
Retirement				\$ -	\$ 18,184	\$ 18,184	\$ -	\$ 53,606	\$ 53,606
Workers Comp				\$ -	\$ 869	\$ 869	\$ -	\$ 2,561	\$ 2,561
Other (Please Specify):				\$ -	\$ 188	\$ 188	\$ -	\$ 555	\$ 555
Total Benefits	\$ -	\$ -	\$ -	\$ -	\$ 41,142	\$ 41,142	\$ -	\$ 121,286	\$ 121,286
Contracted Services (Please List):									
				\$ -	\$ 153,124	\$ 153,124	\$ -	\$ 338,480	\$ 338,480
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 25,000	\$ 25,000
				\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 5,000	\$ 5,000
				\$ -	\$ 4,010	\$ 4,010	\$ -	\$ 4,010	\$ 4,010
				\$ -	\$ 80,000	\$ 80,000	\$ -	\$ 140,000	\$ 140,000
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ 248,134	\$ 248,134	\$ -	\$ 512,490	\$ 512,490
Total Equipment (Please Complete Equipment Tab)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,520	\$ 11,520
Printing/Copying				\$ -	\$ 3,200	\$ 3,200	\$ -	\$ 5,000	\$ 5,000
Space (i.e. Rent, Utilities, Maintenance, etc) (Please List):									
				\$ -	\$ 16,161	\$ 16,161	\$ -	\$ 16,161	\$ 16,161
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Space	\$ -	\$ -	\$ -	\$ -	\$ 16,161	\$ 16,161	\$ -	\$ 16,161	\$ 16,161
Total Telephone				\$ -	\$ 700	\$ 700	\$ -	\$ 700	\$ 700
Total Postage				\$ -	\$ 740	\$ 740	\$ -	\$ 2,200	\$ 2,200
Supplies/Materials									
				\$ -	\$ 880	\$ 880	\$ -	\$ 3,338	\$ 3,338
				\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies/Materials	\$ -	\$ -	\$ -	\$ -	\$ 880	\$ 880	\$ -	\$ 4,338	\$ 4,338
Mileage and Travel									
				\$ -	\$ 347	\$ 347	\$ -	\$ 1,000	\$ 1,000
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

LAUP Quarterly Fiscal Report



Project Title: County of Los Angeles, CEO, SIB, Office of Child Care

Agency Name: County of Los Angeles, CEO, SIB, Office of Child Care

Fiscal Year: July 2011 - June 2012

Quarter: 4

	Apr-12	May-12	Jun-12	QTR 4 Expenses	QTR 4 Budget	QTR 4 Budget Variance	Year-To-Date Expenses	YTD Budget	YTD Budget Variance
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Mileage and Travel	\$ -	\$ -	\$ -	\$ -	\$ 347	\$ 347	\$ -	\$ 1,000	\$ 1,000
Training Expenses				\$ -	\$ 554	\$ 554	\$ -	\$ 2,034	\$ 2,034
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Training Expenses	\$ -	\$ -	\$ -	\$ -	\$ 554	\$ 554	\$ -	\$ 2,034	\$ 2,034
Evaluation				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Evaluation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses (Excluding Evaluation)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Expenses (Excluding Evaluation)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Indirect Costs				\$ -	\$ 21,330	\$ 21,330	\$ -	\$ 21,330	\$ 21,330
TOTAL Expenses	\$ -	\$ -	\$ -	\$ -	\$ 422,764	\$ 422,764	\$ -	\$ 962,127	\$ 962,127

Signature/Date: _____
Please Print, Sign and Date

Certification: By submitting this report, I hereby certify that, to the best of my knowledge and belief under penalty of perjury, the information contained in this report is correct and complete.



**LA ECE WORKFORCE CONSORTIUM:
SCOPE OF WORK: 2011-12 PROGRAM YEAR**

PROJECT NAME:

LEAD AGENCY:

COLLABORATORS/PARTNERS:

<u>OBJECTIVES</u> (Include who, what, when, where, how, and how much for each objective.)	<u>ACTIVITIES</u> (Indicate activities leading to fulfillment of each objective. Include benchmarks or milestones in chronological order. Include quantity or frequency of activities.)	<u>TIMELINE</u> (Indicate start and end period.)	<u>DELIVERABLES</u> (Indicate date on which each deliverable is due.)	<u>PROGRESS NOTES</u> (Indicate progress on objectives and activities. Note whether deliverables have been met and whether rate of progress is in line with the timeline. If objectives or activities have not or will not be met, provide detailed explanation or justification.)

Attachment H

Marketing and Communications Guidelines

News media and marketing efforts by the grantee to promote the grant award and grant-related activities are encouraged. Grantees are asked to fax the text of any draft materials to the Vice President of Communications for review and response regarding accuracy. Please forward to LAUP copies of any published materials or accounts that mention the project or LAUP.

Contact Information: LAUP Communications Department
Main: (213) 416-1200
Fax: (213) 416-1299

Attachment I

Partnership and Subcontractor List

UCLA – Center for Improving Child Care Quality

Eleanor Zucker, Ph.D.
Research Scientist
STEP Project Manager
Center for Improving Child Care Quality
Graduate School of Education & Information Studies
UCLA
(310) 691-5498
ezucker@ucla.edu

Mark Lipschutz, Contract and Grant Officer
UCLA Office of Contract and Grant Administration
11000 Kinross Avenue, Suite 102
Box 951406
Los Angeles, CA 90095-1406

(310) 794-0196
Mlipschutz@resadmin.ucla.edu

Attachment J

**LAUP Budget Equipment Detail List
&
Expenditure Approval Form**



EXPENDITURE APPROVAL FORM

Workforce Initiative

Please sign and submit this form and documentation for at least 3 bids or estimates to LAUP for proposed capital expenditures with LAUP funds in excess of \$5,000. Upon approval, LAUP will mail or fax a signed copy of this form to your authorized representative. Please keep the LAUP approved, signed copy of this form for your records.

Name of Agency: _____

Phone Number: _____

Fax Number: _____

Description of Item: _____

Purpose in relation to program: _____

Cost of Item: \$ _____

Date needed: _____

Additional Information: _____

This item will be owned by the agency after purchase and will be used solely for the benefit of participants in the LAUP Workforce Initiative Program. *If the item will not be used solely for the benefit of LAUP Workforce Initiative participants, please provide an explanation on a separate sheet of paper.*

Name of Authorized Representative

Date

Signature

LAUP approves this expenditure.

Name and Title

Date

Signature

RETURN TO:

Terri Hess, Workforce Development Supervisor
Los Angeles Universal Preschool,
888 S. Figueroa Street, Suite 800, Los Angeles, CA 90017
Tel. (213) 416-1200. Fax (213) 416-1299
Email: wfinitiative@laup.net

PINK (1)

BA FORM 09/09

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT
DEPARTMENT OF CHIEF EXECUTIVE OFFICER

DEPT'S. NO. 060

November 22, 2011

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2012

4 - VOTES

SOURCES

USES

CHIEF EXECUTIVE OFFICER
A01-AO-88-8810-10100
REVENUE - STATE - SPECIAL GRANT

CHIEF EXECUTIVE OFFICER
A01-AO-2000-10100
SERVICES AND SUPPLIES

INCREASE REVENUE - \$962,000

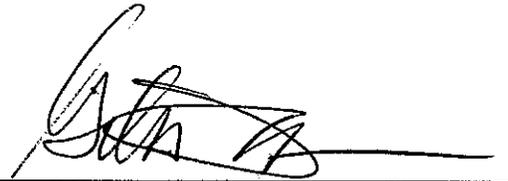
INCREASE APPROPRIATION - \$962,000

SOURCES TOTAL: \$ 962,000

USES TOTAL: \$ 962,000

JUSTIFICATION

APPROPRIATION ADJUSTMENT WILL PROVIDE FUNDING TO SUPPORT AND EXPAND THE STEP TO EXCELLENCE PROGRAM FOR EARLY CHILDHOOD EDUCATION FROM LOS ANGELES UNIVERSAL PRESCHOOL



AUTHORIZED SIGNATURE GILES QUAN

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ---

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER

BY Karen Shikama

B.A. NO. 041

Nov 23 20 11

APPROVED AS REQUESTED

APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY [Signature]

11/23 20 11